

1. Gantt charts give project teams a visual representation of project tasks. What else do Gantt charts include? 1 / 1 point

- ☐ Resources, deliverables, and success metrics
- ☒ Due dates, durations, and milestones
- ☐ Roles and responsibilities
- ☐ Stakeholder contact information and budget items

✓ Correct
A Gantt chart provides a visual breakdown of project requirements and project completion dates.

2. What tool can a project manager use for organizing all aspects of a complex project? 1 / 1 point

- ☐ Email
- ☐ A calendar
- ☒ Work management software
- ☐ A digital document

✓ Correct
Work management software like Asana and JIRA allow collaboration and communication at the task level. These tools help streamline management of complex projects.

3. Which project management tool uses cards to track and visualize task progress? 1 / 1 point

- ☐ A spreadsheet
- ☐ Smartsheet
- ☐ A Gantt chart
- ☒ A Kanban board

✓ Correct
Kanban boards are used to manage tasks and workflows. Project managers can create Kanban boards on whiteboards, magnetic boards, poster boards, and computer programs.

4. When creating cards for a Kanban board, which items should go on the *front* of the card? Select all that apply. 0.75 / 1 point

☒ Blocked days

- ⊗ This should not be selected
It's important to indicate which days your task may be halted on your Kanban cards. A task can become blocked if it can't continue to be worked on. However, this information is generally placed on the *back* of the card. The front of the card needs the title, unique identifier, work description, estimation of effort, and person assigned to the task.

✓ Title and unique identifier

- ✓ Correct
These enable you to have a quick reference for tasks and ID numbers. The front of the card should also contain a description of the work, an estimation of the effort required to complete it, and who is assigned to the task.

✓ Description of work

- ✓ Correct
This briefly describes the task to be accomplished. The front of the card should also contain a title and unique identifier, an estimation of the effort required to complete the task, and the person assigned to it.

✓ Who is assigned to the task

- ✓ Correct
This indicates who is responsible for completing the task; ideally, one person per card. The front of the card should also contain a title and unique identifier, a description of the work, and an estimation of the effort required to complete it.